ANSI-Accredited Standards Developer
Matrix – Requirements for Written Procedures

ExSC 7067

Note to users: This table is a guidance document and does not supersede the *ANSI Essential Requirements: Due process requirements for American National Standards (ANSI Essential Requirements).* Every ANSI-Accredited Standards Developer (ASD) shall comply with the *ANSI Essential Requirements* regardless of whether an ASD's procedures specifically address the requirements set-forth therein.

Although this matrix reflects the ANSI Executive Standards Council's (ExSC) position that explicit written provisions are not required for all provisions in the *ANSI Essential Requirements*, it may be useful for a developer's procedures to indeed be explicit so as to avoid any confusion on the part of participants and staff. In addition, any procedures that relate to the actions concerning American National Standards, including by-laws if applicable, are required to be on file with ANSI.

Where reference in a developer's procedures is made to a particular provision in the *ANSI Essential Requirements* with the intent of certifying compliance with same, it is recommended that the procedures or addenda should reference compliance with the "current version" of the *ANSI Essential Requirements.*

The ANSI ExSC, as the accrediting body, reserves the right to update this guidance document as necessary. Developers are encouraged to regularly visit www.ansi.org/asd to ensure use of current reference documents.

ANSI Essential Requirements Reference	ANSI ExSC Guidance: Discussion of whether specific language is REQUIRED to be in a developer's procedures
General	Where explicit written provisions are not required per this matrix, a developer still must be willing to certify compliance in writing to all applicable provisions contained in the *ANSI Essential Requirements* and regardless, as an ANSI-Accredited Standards Developer, is bound by them. Establishment and maintenance of an "ANS addendum" to a developer's procedures is acceptable. The purpose of such an addendum is to address in writing provisions contained in the *ANSI Essential Requirements* that are not explicitly incorporated into the developer's procedures.
1.1 and 2.1 Openness	Explicit written provision not required in a developer's procedures; however, procedures may not state or imply anything to the contrary.

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1.2 and 2.2 Lack of dominance	Explicit written provision not required in a developer's procedures; however, procedures may not state or imply anything to the contrary.
1.3 and 2.3 Balance	General recommendation that a developer address each issue covered in these sections as additional detail can help the developer ensure compliance. Balance is to be addressed in a developer's procedures, but the historical criteria are not required to be explicitly referenced. The ExSC will judge the language contained in any balance provisions. If the procedures are generic and do not otherwise address balance in detail, then the developer is bound by the historical criteria for balance. If the developer has a provision that differs from the historical criteria for balance and that is approved by the ANSI ExSC, then the developer's procedures apply and evidence of outreach to achieve balance in accordance with the approved provision for balance is required instead of the historical criteria for balance. Interest categories must be defined and available upon request to any materially affected party or the ANSI ExSC, but they do not have to be explicitly included in a developer's procedures.
1.4 and 2.4 Coordination and harmonization	General recommendation that a developer address each issue covered in these sections as additional detail can help the developer ensure compliance. Failure to include details would not be an audit finding; though it could be noted as a suggestion.
1.5 and 2.5 Notification of standards development and coordination	General recommendation that a developer address each issue covered in these sections as additional detail can help the developer ensure compliance. Failure to include details would not be an audit finding; though it could be noted as a suggestion.

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1.6 and 2.6 Consideration of views and objections	Written procedures are required to address the provisions of this section: prompt consideration of comments; recirculation of unresolved objections and substantive changes to the consensus body; written disposition of comments; and written notice of the right to appeal to the standards developer.
1.7 and 2.7 Evidence of consensus and consensus body vote	Written procedures shall state: 1. Specifically how consensus will be determined (including numerical determination of consensus.) 2. Opportunity for consensus body member to vote if not at a meeting. 3. Any votes (as described in 2.7) taken at a meeting shall comply with ANSI's due process requirements. With regard to the identification of the "consensus body", a specific sentence stating that "X is the ANS consensus body" is not required, as long as a reader can determine which entity/entities serve as the ANS consensus body.
1.8 and 2.8 Appeals	Written appeals procedures, with some details, as specified, are required. If a fee is charged, then it must comply with established criteria and a fee waiver option must be identified.
3.1 ANSI Patent Policy	Clause 3.0 requires policies or statements to the effect be provided by the ASD to ANSI.
3.2 Commercial terms and conditions	Clause 3.0 requires policies or statements to the effect be provided by the ASD to ANSI.
3.3 Antitrust policy	Clause 3.0 requires policies or statements to the effect be provided by the ASD to ANSI.

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3.4 Evidence of compliance	Clause 3.0 requires policies or statements to the effect be provided by the ASD to ANSI.
3.5 Metric Policy	Clause 3.0 requires policies or statements to the effect be provided by the ASD to ANSI.
3.6 Interpretations Policy	Clause 3.0 requires policies or statements to the effect be provided by the ASD to ANSI.
4.1 Accreditation of ASD 4.1.1 Criteria for accreditation 4.1.2 Application 4.1.3 Maintenance 4.1.4 Withdrawal	Explicit written provision not required in a developer's procedures; however, procedures may not state or imply anything to the contrary. In addition, as long as any excerpted lists are not misstatements, then incomplete lists identified through an audit or reaccreditation should be updated but would not constitute an audit finding. If misstatements are included, then they may constitute an audit finding.
4.2 Approval of actions in connection with American National Standards 4.2.1 Approval by BSR 4.2.1.1 Criteria for approval 4.2.1.2 Reaffirmation 4.2.1.3 Criteria for withdrawal	As long as any excerpted lists, e.g., ANS approval criteria, are not misstatements, then incomplete lists identified through an audit or reaccreditation should be updated but would not constitute an audit finding. If misstatements are included, then they may constitute an audit finding. Routine withdrawals of ANS shall be addressed in writing in a developer's procedures (like the processing of a new, reaffirmed or revised ANS). 4.2.1.3.2: As the *ANSI Essential Requirements* allows the ASD to withdraw an ANS without a vote of the consensus body, explicit language to this effect is not required. 4.2.1.3.3 Discontinuance of a standards project: If this option is utilized by an ASD, then it must be explicitly stated in the ASDs procedures.

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4.2.2 Approval of an Audited Designator	This is an informative section that simply refers to clause 5.0. No associated written requirements.
4.3 Planning, coordination and public notice	Explicit written provision not required in a developer's procedures; however, procedures may not state or imply anything to the contrary.
4.4 Designation of American National Standards	Explicit written provision not required in a developer's procedures; however, procedures may not state or imply anything to the contrary.
4.5 Publication of American National Standards	Explicit written provision not required in a developer's procedures; however, procedures may not state or imply anything to the contrary.
4.6 National Adoption of ISO and IEC Standards as American National Standards	Reference is to the separate document *ANSI Procedures for the National Adoption of ISO and IEC Standards as American National Standards (National Adoption Procedures).* Per clause 1.0 of the *National Adoption Procedures,* a developer that wishes to have the option of following the expedited procedures set forth in clause 3.0 therein when seeking to adopt an ISO or IEC standard as an identical adoption shall include a provision or notification to this effect in its accredited procedures.
4.7 Maintenance of American National Standards	Per clause 4.7.4 a developer that wishes to maintain one or more ANS under the stabilized maintenance option shall include a provision or notification to this effect in its accredited procedures.
4.7.1 Periodic 4.7.2 Continuous 4.7.3 Stabilized	Explicit provision for periodic or continuous maintenance procedures not required; however, a developer's procedures must be consistent with and support the requirements associated with the option used.

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5.0 Normative policies and procedures for Audited Designators	Applies to Audited Designators only.
Annex A: Definitions	Explicit written provision not required in a developer's procedures; however, procedures may not state or imply anything to the contrary.
Annex B: Procedures for the Development of a Provisional American National Standard (ANS) or a Provisional Amendment to an ANS	Explicit written provision not required in a developer's procedures; however, procedures may not state or imply anything to the contrary.

If a developer has a unique procedure that addresses the issuance of a similar type document, for example, an Emergency or Temporary Interim Amendment to an ANS (or the like), then such procedures shall be included in a developer's accredited procedures or on file with ANSI. |